

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
No. 10-3-7

SECURITY
15 November 1967

REQUESTS FOR CLEARANCE CERTIFICATION
OF VISITORS TO [REDACTED]

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1. The NPIC Security Branch is charged with the responsibility for certifying clearances of visitors to [REDACTED]. In the past, verbal requests for such certifications were accepted in the interest of saving time and paper work. These requests have reached such volume, however, (as many as 1300 per month) as to make it impractical to continue acceptance of verbal requests.

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2. In the future, all requests for clearance certification of visitors to [REDACTED] should be submitted in writing to the Security Branch. Support Staff on IP Form No. 414. This form is available in the [REDACTED] Supply Room. Three parts of this four-part form should be submitted for each individual for whom clearance certification is requested. When properly completed, this form contains the information needed by the Security Branch to make a complete record check.

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3. The Security Branch will return a copy of Form No. 414 to the originator, indicating the clearances possessed by the individual.

[REDACTED]

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Deputy Director

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